

# Don't Cancel Class! Program

Missing classes can sometimes be unavoidable during the school year.

Before you decide to cancel class, consider another rewarding option for your students. Career Services offers a "Don't Cancel Class" program that can present on a variety of career related topics. Most workshops are adjustable between 50 minutes & an hour & a half.

These topics are delivered in a fun interactive format that balances between lecture, group discussions, activities, videos, & self-reflection.

Career Services will meet with your class during its regular class time, take attendance, present on a career topic of your choice, & provide students with an evaluation of the workshop.

Afterwards, we will provide the professor with a list of who attended class, along with a copy of the evaluation.

**DON'T  
CANCEL THAT  
CLASS!**

**Have Career Services  
Assist Instead!**

*Enhancing Career Exploration  
& Exploratory Learning  
Opportunities*

**UNIVERSITY OF DUBUQUE  
CAREER SERVICES**

## **Career Services**

Main Office:

2nd Floor Peters Commons

Phone: 563-589-3132 or

Satellite Office: (563)-589-3167

Email: [career@dbq.edu](mailto:career@dbq.edu)

**UNIVERSITY OF DUBUQUE  
CAREER SERVICES  
PRESENTS...**

**Don't  
Cancel  
Class!**

*Let Career Services  
assist in your absence!*

*Enhancing Career Exploration  
& Exploratory Learning  
Opportunities*

# List of Topics:

**Considering Graduate or Professional School? What to know before you apply:** Have a large population of your class considering graduate/professional school? This workshop is designed to help students understand if an advance degree is right for them & what to consider before applying  
1 hr (Can be adjusted more or less)

**Cover Letters Covered:** Developed for both students who have never written a cover letter before & those who have. Discusses what to include/not include, outline of a cover letter, and what employers look for in a cover letter. 1 hr (Can be adjusted more or less)

**Dress for Success:** Tips on what to wear to an interview, how to dress on a “shoe string budget”, and what is the difference is between “business” and “business casual”. 1 hr (Can be adjusted more or less)

**How to Prepare for a Career Fair:** Everything your student needs to know before attending a career fair. Can also be helpful for developing networking skills.  
1 hr (Can be adjusted more or less)

**How to Prepare for Background Checks:** A step by step guide showing students what employer search for in background checks, and what students can do to ensure their background check goes smoothly.  
1 hr (Can be adjusted more or less)

**How to Find or Develop a New Internship:** Have your students asked a lot of questions about developing an internship for academic credit or wondering how to find an internship? Then this workshop is perfect for your class! 1 hr (Can be adjusted more or less)

**I got the job...now what?! Navigating the Job Offer & Salary Negotiation:** Many student spend so much time on job search and preparing for the interview that they forget about preparing for the job offer and negotiation process.  
1 hr (Can be adjusted more or less)

**Navigating the Interview:** Tips for students on how to prepare for an interview. 1 hr (Can be adjusted)

**Networking: Unlocking the Hidden Job Market:** Networking can sometimes be scary for students, but they shouldn't let their fears deter from a great opportunity! In this workshop we will discuss the value of networking, as well as discover what type of networking style suits each student's personality (based on elements of the Myers-Briggs Personality Type) so that the process of networking can become more natural and rewarding. 1 hr (Can be adjusted more or less)

**Social Media & YOU: How to Keep Your Image Clean:** 75% of employers use search engines to uncover ‘digital dirt’ on prospective employees. Help your students understand the consequences of social media outlets like Facebook and Twitter and how to use social media to their advantage through “Social Branding”.  
1 hr (Can be adjusted more or less)

**Soft Skills VS. Hard Skills: What are they and why is it important?** More & more, employers are noting the importance of candidates demonstrating soft skills. This workshop is designed to help students understand how to develop & emphasis their soft skills during the job search. Presentation is based on the NACE annual survey taken from over 300 employers who are asked the question “what are the top qualities employers seeks?” The results may surprise both you & your student!  
1 hr (Can be adjusted more or less)

**The Impact of Body Language & Clothing Color:** Discover the impact your body language & clothing color can have on your appearance. As they say, “You never get a second chance to make a good first impression”.  
1 hr (Can be adjusted more or less)

**What's My Plan?!** This workshop is very flexible depending on your student population. Have a majority of 1st/2nd year students? We can talk about strategies for discovering what types of careers they may be interested in. 3rd/4th year students? We'll talk about getting prepared for the job search or graduate school. Broad range of students? We'll touch base on every year of college & what students can do to make the most of that year in terms of career & professional development.  
1 hr (Can be adjusted more or less)

**Writing a Winning Resume:** Workshop covers each component of a resume & works well for both students who have never created a resume & those who have. If time allows, students can bring their resumes for personal reviews. 1 hr–2 hr (Can be adjusted more or less)

**Your Everything Internship Guide:** Do your student ask a lot of questions about internships? This workshop was developed to answer student questions about internships, as well as discusses the steps to getting an internship approved for academic credit. 1 hr (Can be adjusted more or less)

**You Guys Do That?:** Want your students to know all the resources available to them by Career Services? This workshop will go through all the programs & services UD career services provides.  
30 mins to 1 hr (Can be adjusted more or less)

**Create Your Own Workshop!** Want a little bit of everything? Create your own “ala carte” version of a website! This is probably one of our more popular requests, although in general I will need at least a week to two weeks notice depending on the request 30 mins to 1 hr (Can be adjusted more or less)

## Interested?

Contact Career Services to sign up your club for a career-related presentation. Presentations can be selected in “ala carte” format if you would like a variety of topic highlighted.

**To ensure availability, please send request at least two weeks in advance.**

**We will consider requests less than a week, if schedule allows.**

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